

# NORTH BEACH CLUBHOUSE

79 Boston Neck Road - Narragansett, RI



Lisa Roy

Event Coordinator

788.2573 ~ [lroy@narragansettri.gov](mailto:lroy@narragansettri.gov)

***Thank you for choosing the North Beach Clubhouse for your special day! I promise that my staff and I will strive to make your experience at the Clubhouse an event to remember...***

*One of the Town of Narragansett's ocean front event venue's The North Beach Clubhouse offers a relaxed and enjoyable setting for any special occasion.*

*The Clubhouse provides space to host indoor functions combined with an expansive outdoor deck.*

*The facility sits on the edge of the Narragansett Beach, perfect for that special wedding reception, social party or even a corporate meeting, providing breathtaking ocean views!*

*The Clubhouse is located at 79 Boston Neck Road directly north of the North Beach Pavilion on Narragansett Town Beach.*

*Please make all checks payable to the Town of Narragansett and mail them to the attention of Lisa Roy, 170 Clarke Road, Narragansett RI 02879*

*Please read all rules and guidelines before signing your reservation application form and indemnity agreement. Thank you again for choosing the North Beach Clubhouse in Narragansett Rhode Island.*

*Parks & Recreation Department  
170 Clarke Road, Narragansett RI 02882  
[www.narragansettri.gov](http://www.narragansettri.gov)*

# NORTH BEACH CLUBHOUSE USER FEE SCHEDULE

EFFECTIVE JANUARY 2011

## IN SEASON

Saturday of Memorial Day weekend through Monday of Labor Day weekend

	Monday through Thursday	Friday through Sunday
Non Resident	\$1000.00	\$1,100.00
Resident	\$ 700.00	\$ 750.00

## OFF SEASON

Tuesday after Labor Day weekend though Friday before Memorial Day weekend

	Monday through Thursday	Friday through Sunday
Non Resident	\$900.00	\$950.00
Resident	\$500.00	\$650.00

To receive the resident rate the renter must provide proof of residency - see the application in this packet for more details.

---

## Your User Fee Includes

- Base user fee for an **In Season** rental includes: an eight hour consecutive rental of the clubhouse and deck. Use of table and chairs provided at the clubhouse. Vendor/Caterer arrival at 4:00pm (no earlier) event start time at 6:00pm (no earlier) event shut down at 11:00pm (no later) clean up between 11:00pm -12:00am (firm).
- Base user fee for an **Off Season** rental includes: a nine hour consecutive rental of the clubhouse and deck. Use of table and chairs provided at the clubhouse. Two hours of vendor/caterer set up time, immediately followed by six hours of event time, and one hour of clean up time. Your consecutive hours can start as early as 11:00am and cannot end later than 12:00am.

## User Fee schedule

- A non-refundable deposit of \$200.00 and a completed and signed application and indemnity agreement are required to secure a date at the North Beach Clubhouse.
- A \$500.00 security damage deposit along with your remaining rental fees will be due 90 days prior to your event date. You will receive an email invoice at this time.
- Any additional fees incurred, tent rental, set up & break down fees, extra hours will be due at the time of their request. *(please note tents must be ordered 60 days in advance)*
- The damage security deposit will be returned 2-4 weeks following your event, provided there is no damage to the facility, all regulations were abided by and there are no additional fees due.

## Optional Costs

- A room setup/break down service can be purchased for an additional fee of \$125. This fee provides the set up and break down service of the tables and chairs ONLY.
- Additional rental time can be purchased in the OFF SEASON ONLY for a fee of \$100. per additional hour.
- Tent Rentals MUST be ordered through the Event Coordinator according to the fee schedule in this packet.

**Rules and Fee schedule subject to change by the Parks and Recreation Department without notice.**

# NORTH BEACH CLUBHOUSE

## RULES AND GUIDELINES FOR PRIVATE USE

### EQUIPMENT USE

The North Beach Clubhouse has the following number of tables and chairs for use by the renter.

- 19 – 60” Round Tables
- 2 - 8’ Rectangular Tables
- 3 - 6’ Rectangular Tables
- 100 Gray Metal Folding Chairs

- If the renter requires more equipment than listed above, *they must rent on their own through Liberty Rentals* at their own expense. Liberty Rentals can be reached at (800) 482-7322 or 401-782-8368.
- The North Beach Clubhouse tables and chairs or other equipment/decor of any kind is **not allowed** to be set up on the beach.

### CATERING AND COOKING REGULATIONS

- The kitchen is equipped with an old commercial gas stove. The stove is used for heating food ONLY. It is not to be relied on for food preparation.
- The kitchen is also equipped with a residential refrigerator and plenty of counter space.
- All caterers must provide proof of license and insurance.
- Any special equipment wanted for the event must be approved at least **eight weeks before the event**. The Parks & Recreation Director or Clubhouse Event Coordinator has the right to deny any requests for special equipment.
- It is the renter’s responsibility to inform the caterer or other food preparers of the rules governing the North Beach Clubhouse. This department’s personnel does not handle any arrangements with the renter’s caterers or decorators.
- Grills **are NOT allowed on the deck or beach** of the North Beach Clubhouse or inside the building. A grill may be used on the cement sidewalk on the south west side of the building in the parking lot area with the proper drip pans. Any grease stains must be cleaned.

### GENERAL LIABILITY INSURANCE

The Lessee will maintain in full force at all times during this engagement General Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence or event. The Lessee will provide evidence of its General Liability policy to the Town of Narragansett naming the Town of Narragansett as an Additional Insured to the policy for the event.

If Lessee does not possess a General Liability Policy one may be obtained through your homeowner’s insurance company or through a Special Event General Liability TULIP (Tenant User Liability Insurance Program) policy for purchase through HUB International New England. The premium for a TULIP policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

To purchase the special event General Liability Policy through the TULIP program, please follow the following steps:

- Log onto the website: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip).
- Enter the ID Code: **0501 A64** to name the Town of Narragansett as an Additional Insured to the policy, then press enter
- Select the type of event that is planned from the drop down menu.
- Answer the yes/no questions that follow.
- Select the event date on the calendar by clicking on the day of the event.
- Write in the name of the event using the names written on the lease agreement
- For average daily attendance, list the amount of guest that are expected.
- If you would like to proceed and purchase the coverage, please complete the requested “Contact and Credit Card Information”

## **LIQUOR POLICY**

**If your upcoming facility rental will involve the serving of alcohol, it is required to obtain supplemental liquor liability insurance coverage under one of the options below:**

1. Contract with a catering company to provide your food and alcohol. Catering companies must have a current Class P License and carry, at a minimum, a \$1 million per occurrence general liability and liquor liability policy, and the Town must be named as an Additional Insured to the liquor liability policy. If catering company is extending liquor liability coverage to the Lessee, the Town of Narragansett must be named as an Additional Insured.
  2. Hire a professional bartending service that has a current Class P License and carries a general liability and liquor liability insurance policy with a limit of liability of at least \$1 million per occurrence on each. If catering company is extending liquor liability coverage to the Lessee, the Town of Narragansett must be named as an Additional Insured.
  3. Purchase a Tenant User Liability Insurance Policy as outlined in the General Liability Insurance section. Liquor liability insurance should be requested in coverage.
- Serving of alcoholic beverages must conform to State of Rhode Island law and Town of Narragansett regulations. The Town of Narragansett, the Clubhouse Coordinator and the Coordinators staff disclaim and the user accepts responsibility for any liabilities arriving from the event.
  - Alcohol service is limited to a **maximum of 4 ½ consecutive hours** of service. (please inquire with your caterer)
  - The only circumstance where money can be charged for liquor at the Clubhouse is through a non-profit or a political organization. Under these circumstances, it is necessary for the renter to petition the Narragansett Town Council for a Class F or Class F1 License, which typically happens for fundraising events.
  - Alcohol consumption is restricted to the confines of the building and deck.
  - Please also refer to the **Indemnity Agreement** (Liability waiver) provided with this packet.

## **CLEANING RESPONSIBILITIES**

- The renter is responsible for all cleaning requirements. However, the caterers on our “preferred list” will assume this responsibility for you. If you choose a non-preferred caterer it will then be your responsibility to perform the cleaning requirements or convey this responsibility to them. Failure to meet the standards of cleanliness required will forfeit your security damage deposit.
- All garbage is to be emptied in the dumpster outside of the North Beach Clubhouse at the end of the event. The garbage cans are lined with one bag each and the renter must bring in any additional bags.
- All tables and chairs need to be cleaned, broken down and returned to the storage area unless the renter has purchased room set-up and breakdown (the tables must still be cleaned before departure).
- All floors need to be swept and any spills must be cleaned.
- The kitchen needs to be cleaned. No food is to be left in the building. Please be sure to check refrigerators and sink drains
- The building must be left as it was prior to the event.

## **PARKING**

During the In Season the parking lots are staffed until 6:00 p.m. Guests at an event may park in any open spaces in front of the North Beach Clubhouse and any overflow may use the North Parking lot and walk through the North Pavilion to the North Beach Clubhouse.

- This department *does not guarantee* parking
- During inclement weather the Parks and Recreation Department makes every effort to have the North Beach Clubhouse parking lot plowed and stairs shoveled.
- The gates are locked every evening at 12:00 a.m. If cars are left in the parking lot they must be picked up by 8:30 a.m. the morning after the event or chance being towed at the owner's expense.

## **GENERAL INFORMATION**

- An event attendant will unlock, lock and remain at the Clubhouse for the duration of your event.
- Attendants are not responsible for any rented equipment by the renter or any items left behind- **Nor is it their responsibility to act as staff for the renter or caterer.**
- If your event includes a raffle, permission for use of the facility will be considered only after the department receives a copy of the renter's authorization to hold such an event as issued by the Rhode Island State Police.
- If food is offered for sale to persons attending the event a one-day peddling license must be obtained by the Narragansett Town Clerk's Office prior to the event.
- The Town of Narragansett is not responsible for any items **lost, forgotten or stolen** at the North Beach Clubhouse or its premises. It is the renter's responsibility to take all items with them at the end of the event.
- Under certain circumstances, the Director of Parks and Recreation may mandate the presence of paid security and/or fire personnel. The renter will pay any expenses associated with the security and/or fire personnel in full.
- The **maximum capacity** of the Clubhouse is **100** persons. (this includes all service personal)
- The North Beach Clubhouse is a NON Smoking facility. Smoking is permitted outside in designated areas only.

## **DECORATING**

- Any and all decorations need to be set up within the two hour set up time provided with your rental and removed by the close of the event.
- Decorations must be placed without the use of tape, staples, nails or other fasteners that could harm the building. Ribbon, fishing line, binder clips, and zip ties, are a good way to fasten decorations.
- Decorations are not permitted on the beach. Remember, you are renting the North Beach Clubhouse and the deck not the beach.
- Throwing of confetti rose petals and bird seed or the release of live animals is strictly prohibited at the North Beach Clubhouse (or on the beach).
- Absolutely no open flames on the beach or premises. This includes bonfires and clambakes. Candles are permitted in glass containers on the tables.
- No items of any kind are to be released from the clubhouse, clubhouse deck or the beach. This includes: fireworks, Chinese lanterns, balloons, etc.

## **OUTSIDE SERVICE PROVIDERS**

- The North Beach Clubhouse Event Coordinator needs to have all contact information on Service Providers involved in your event. This includes: Caterer, DJ or Band, Florist, Event Planner, Bartender, Photographer and any external deliveries planned.
- All service providers **MUST** adhere to the **two hour set up time** and the **one hour clean up time** outlined in the base rental fee.

## **EVENT SHUT DOWN AND CLEAN UP**

- Music, entertainment and bar service must be suspended 30 minutes prior to the contracted termination of the event. This allows for guests to depart in an unhurried manner. Users are responsible for the prompt departure of their guests. If they remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.
- All equipment, rentals, decorations, and all other property belonging to users, their service providers and/or their guests must be removed from the building within one hour following the event.

*Lisa Roy, Event Coordinator*

788.2573 ~ [lroy@narragansetttri.gov](mailto:lroy@narragansetttri.gov)

*Parks & Recreation Dept. 170 Clarke Road, Narragansett RI 02882*

# North Beach Clubhouse

## TENT RENTALS

The town of Narragansett holds a contract with Liberty Rentals to provide tent rentals at all of our rental facilities. The following is a list of available tent sizes, fees and requirements. All tents must be ordered through the Facility Coordinator, paid in full 8-10 weeks prior to the event date.

<b>TENT FEE</b>	<b>2012</b>	<b>2012</b>
<i>Tent Size</i>	<i>Tent Only</i>	<i>Complete Sidewall Wrap</i>
16 x 16	\$475.	(4) sides - \$160.
20 x 20	\$525.	(4) sides - \$160.
20 x 30	\$645.	(5) sides - \$200.
20 x 40	\$690.	(6) sides - \$240.
30 x 30	\$845.	(6) sides - \$240.
30 x 40	\$1,050.	(7) sides - \$280.
30 x 50	\$1,205.	(8) sides - \$320.
30 x 60	\$1,510.	(9) sides - \$360.

- Sidewalls need to be ordered *separately* – each are 8’ tall x 20’ wide section - \$40.00 per section
- During the months of **April, May, September, and October**, all tent rentals will be required to order a complete sidewall wrap.
- During the month of November the tent rental company has the right to refuse set up if severe inclement weather is expected. Renter will get a full tent refund if this occurs.
- Damage to the tent or sidewalls will be billed to the renter by the tent company.

Date Ordered \_\_\_\_\_

Tent Size \_\_\_\_\_

Fee \_\_\_\_\_

# of Side walls \_\_\_\_\_

Fee \_\_\_\_\_

Total Due \_\_\_\_\_

*Lisa Roy, Event Coordinator*

788.2573 ~ [lroy@narragansettri.gov](mailto:lroy@narragansettri.gov)

*Parks & Recreation Dept. 170 Clarke Road, Narragansett RI 02882*

## North Beach Clubhouse RESERVATION APPLICATION

Name of Renter \_\_\_\_\_

**Email address** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone - Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Renter's Drivers License Number and State \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Approx # Ppl \_\_\_\_\_

Date of Event \_\_\_\_\_ Week Day \_\_\_\_\_

Month Day Year

Vendor Set Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Clean Up \_\_\_\_\_

Base Rental Fee \_\_\_\_\_ Deposit Amount \_\_\_\_\_ ck # \_\_\_\_\_

*(please note your deposit is NON-REFUNDABLE no exceptions apply)*

### **\*Residency Certification\***

Check the statement that pertains to the Renter:

\_\_\_\_\_ I hereby certify that **I am not** a resident and/or taxpayer of Narragansett, Rhode Island

\_\_\_\_\_ I hereby certify that **I am** entitled to status as a resident and/or taxpayer of Narragansett, Rhode Island, thereby qualifying me for the appropriate rental fee based on residency.

If "yes", the renter must provide proof of Narragansett taxpayer/resident status if applying for the reduced Narragansett resident rental fee. A Narragansett taxpayer/resident is not permitted to rent or sponsor an event at this facility for a non-resident or business/organization not based in Narragansett, Rhode Island.

My application for use of the North Beach Clubhouse is submitted to the following: My application is subject to review and approval of the North Beach Clubhouse Event Coordinator and the Director of Parks & Recreation. My deposit is non-refundable if I cancel my event after approval for any reason. I agree to abide by all of the Rules and Guidelines for Private Use of the North Beach Clubhouse (attached). My actual user fee will be calculated in accordance with the attached schedules. In case of catastrophic damages to the North Beach Clubhouse, such as fire or natural disaster that precluded my event from being held, my recourse against the Town of Narragansett/Parks & Recreation Department and its employees shall be limited to the full refund of fees paid to The Town of Narragansett.

**I have read and understood the conditions governing the use of the North Beach Clubhouse and accept the responsibilities imposed as detailed in the "Event Packet".** My signature below is acknowledgment that I have read and understand the rules. Failure to comply with any or all of these rules will result in the loss of the \$500 security/damage deposit.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Facility Coordinator** \_\_\_\_\_

Packet updated 3.26.2012

*Please make all checks payable to the **Town of Narragansett**, and send to the attention of  
Lisa Roy – Parks & Recreation Dept. - 170 Clarke Road, Narragansett RI 02882*

# NORTH BEACH CLUBHOUSE

## INDEMNITY AGREEMENT and WAIVER

Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Town of Narragansett (the "Town") and the undersigned Lessee ("Lessee") of property owned by the Town;

WHEREAS, the Town is the owner of certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties and meetings ("Town Property"); and

WHEREAS, in some cases Lessee asks for permission to serve alcoholic beverages at the functions that are located on Town Property; and

WHEREAS, the Town, under certain circumstances, will allow for the service of alcoholic beverages on Town Property;

NOW, THEREFORE, in consideration of the Town permitting the use of the premises, and for other good and valuable consideration, that during the term of the lease, the parties hereto agree as follows:

1. Lessee agrees to indemnify and save harmless the Town, and its affiliates, officers, employees, agents and/or assigns from and against any and all claims of whatever nature and arising from or related to the service of alcohol by Lessee or Lessee's agents on Town Property and leased to the Lessee. Included within this scope of this indemnity shall be any and all claims for personal injury, property damage, negligence, punitive damages, attorney's fees, and other costs of litigation.
2. I agree to indemnify and hold harmless the Town, and its affiliates, officers, employees, agents and/or assigns from any and all loss, damage or injury to both property and persons including, but not limited to, personal injury and damage to or theft from automobiles parked at a Narragansett Town Beach Facility incurred or suffered by myself or anyone else using the North Beach Clubhouse.
3. I further agree that I will bring no claim for either personal injury or property damage against the Town of Narragansett. I further agree to release and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
4. In consideration of the Town permitting access and entry to the North Beach Clubhouse during times when there are no lifeguards or other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the North Beach Clubhouse at Narragansett Town Beach that any use of the Beach Facility during these times shall be at my own risk and that I agree to indemnify and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all losses, damage or injury resulting from or arising out of my use of the Narragansett Town Beach Facility.

### **RULES AND FEE SCHEDULE SUBJECT TO CHANGE WITHOUT NOTICE.**

**LESSEE**  
**(Authorized Agent if LESSEE is an Entity/Org.)**

**TOWN OF NARRAGANSETT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

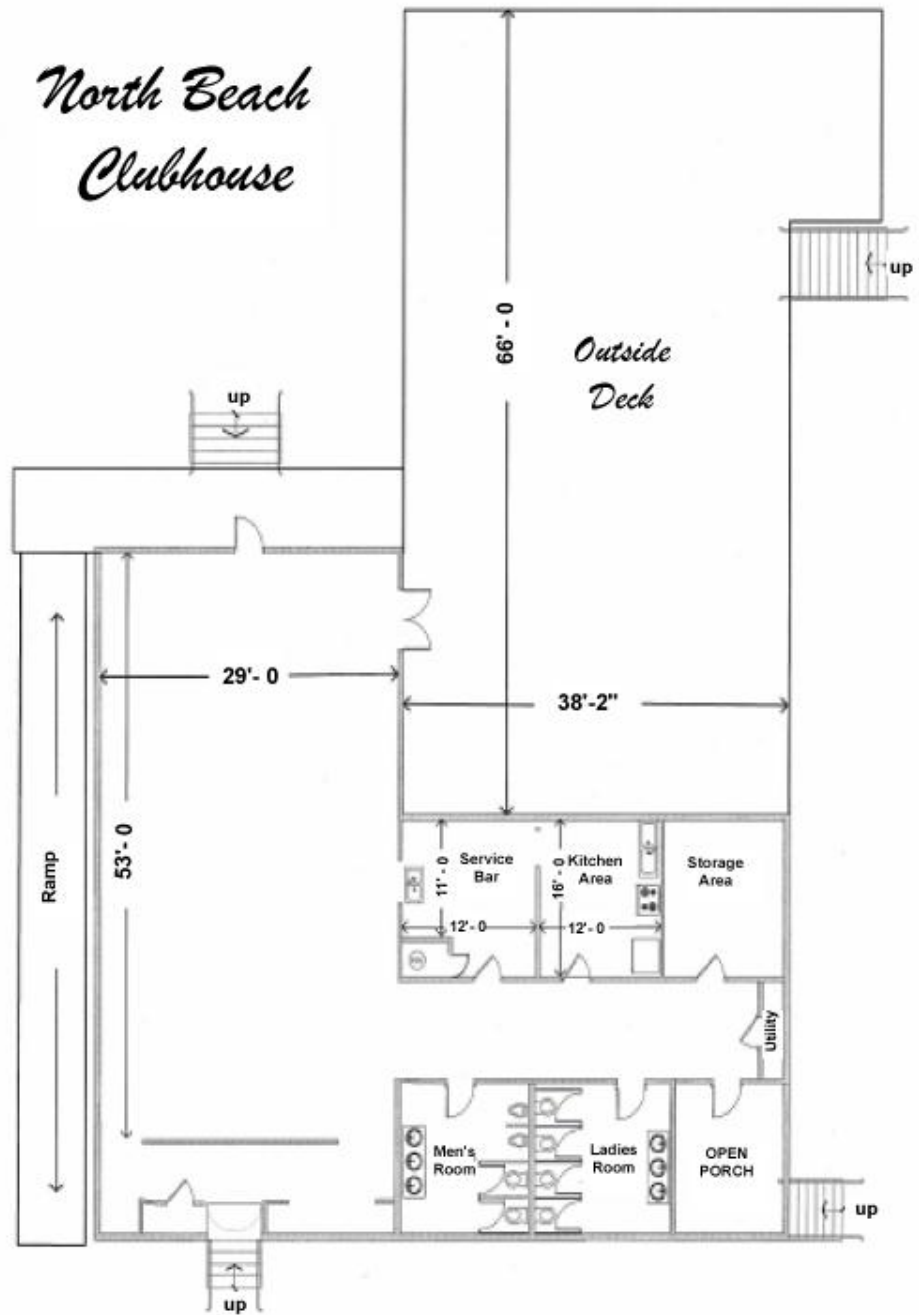
\_\_\_\_\_  
Date

Facility: **North Beach Clubhouse**

Packet updated 3.26.2012



# North Beach Clubhouse



## PRE-QUALIFIED CATERERS

<b><i>B &amp; M Catering/Bar Services</i></b> (Tim Walker) 800-722-2526	<a href="http://www.clambakeco.com">www.clambakeco.com</a>
<b><i>Blackstone Caterers</i></b> - Middletown, RI 02842 (Danielle Costa) 848-2030	<a href="http://www.blackstonecaterers.com">www.blackstonecaterers.com</a>
<b><i>Cozy Caterers</i></b> – Providence, RI (Dennis Labossiere) 383-3801	<a href="http://www.cozycaterers.com">www.cozycaterers.com</a>
<b><i>Decadent Catering</i></b> – Providence, RI (Dean Mistretta) 421-4114	<a href="http://www.decadentcateringri.com">www.decadentcateringri.com</a>
<b><i>Fine Catering by Russell Morin</i></b> - Providence, RI & Attleboro, Ma. (Russell Morin, Laura Goforth) 1-800-552-7822	<a href="http://www.morins.com">www.morins.com</a>
<b><i>Glorious Affairs, Ltd.</i></b> - Middletown, RI 02842 (Barbara) 842-0404	<a href="http://www.gloriousaffairs.net">www.gloriousaffairs.net</a>
<b><i>Markos Catering</i></b> – Narragansett, RI 02882 (Ami) 783-9083	<a href="http://www.markoskabob.com">www.markoskabob.com</a>
<b><i>McGrath Clambakes</i></b> - Newport, RI. (TR McGrath, Melissa) 847-7743	<a href="http://www.riclambake.com">www.riclambake.com</a>
<b><i>Plantation Caterers</i></b> - Newport, RI (Todd Eads) 846-4794	<a href="http://www.plantationcateringofnewport.com">www.plantationcateringofnewport.com</a>
<b><i>Pinelli's Catering</i></b> – West Warwick, RI (Bill Pinelli) 821-8828	<a href="http://www.pinellisdining.com">www.pinellisdining.com</a>
<b><i>Pranzi Gourmet Catering</i></b> - Providence, RI (Lisa Mattiello) 383-3631	<a href="http://www.pranzi.com">www.pranzi.com</a>
<b><i>Tom's Market</i></b> - Coventry, RI 02816 (Glenn) 826-0050	<a href="http://www.tomsmarket.com">www.tomsmarket.com</a>
<b><i>West Bay Gourmet</i></b> - Narragansett, RI (K.C. Bishop) 789-WBAY	<a href="http://www.westbaygourmet.com">www.westbaygourmet.com</a>